

Itemized Instruction for Completing Prevailing Wage Request Form (To be completed by Employer or Employer Representative)

If the job is unionized and covered by a negotiated wage, use the negotiated wage and do not complete this Prevailing Wage Request Form.

Item 2b. FEIN – Federal Employer Identification Number. This is important if employer is new, recently moved to NH, or does business under another name.

Item 6. Basic Rate of Pay Offered – Enter a guaranteed basic rate of pay and the unit of pay, such as \$15.00 per hour, \$2,500 per month, or \$37,500 per year. The wage offered cannot be based on commission, bonuses, or other incentives, unless the employer guarantees a wage paid on a weekly, biweekly, or monthly basis. Only the minimum amount guaranteed to the employee can be reported.

Item 7. Describe Fully the Job Duties to be performed – Describe the duties of the job by starting with the most important one first. In describing what the worker does, use appropriate action verbs. These are necessary for the Wage Analyst to define a skill level within the job's occupational category, if appropriate. Equipment used, working conditions, degree of supervision, or supervisory responsibilities are just some of the factors considered in defining the job's occupational category and, eventually, prevailing wage rate for the labor market area.

Item 8. Education – State in detail the minimum education for any worker to perform satisfactorily the job duties described in Item 7. Do not duplicate the time requirements for education, training, and experience.

Item 9. Other Special Requirements – State in detail other special requirements for any worker to perform satisfactorily the job duties described in Item 7.

Do not use phrases such as "familiar with," "knowledgeable of" or "able to". Do not include restrictive requirements that are not actual business necessities for performance of the job and which would limit consideration of otherwise qualified US workers.

Occupations where the primary wage is determined by the Occupational Employment Statistics (OES/ONET) Wage Surveys, are assigned either Skill Level I or Skill Level II category and this directly impacts the prevailing wage. Key criteria of Skill Level I and II are as follows:

Skill Level I – Beginning level employees having a basic understanding of the occupation through education or experience. They perform routine or moderately complex tasks that require limited exercise of judgement and provide experience and familiarization with the employer's methods, practices, and programs. They may assist staff performing tasks requiring skills equivalent to level II and may perform higher level work for training and development purposes. These employees work under close supervision and receive specific instructions on required tasks and results expected. Work is closely monitored and reviewed for accuracy.

Skill Level II – Fully competent employees who have sufficient experience in the occupation to plan and conduct work requiring judgement and the independent evaluation, selection, modification, and application of standard procedures and techniques. Such employees use advanced skills and diversified knowledge to solve unusual and complex problems. They may supervise or provide direction to staff performing tasks requiring skills equivalent to a Level 1. These employees receive only technical guidance and their work is reviewed for application of sound judgement and effectiveness in meeting the establishment's procedures and expectations. Skill Level II is usually assigned to an occupation requiring a license or certification, or when an employer requires a higher level degree than normal for entry into the occupation.